

Office Secretary I

Harford County Health Department - Women's Wellness Program located at 1321 Woodbridge Station Way, Edgewood, MD is currently recruiting for Office Secretary I.

Merit Position: Must be a current merit employee to apply.

Job Description: See attached Office Secretary I Specifications Sheet

Education/Exp:

Education: Graduation from an accredited high school or possession of a high school equivalency certificate.

Experience: One year (I) secretarial or clerical work involving typing duties.

- Notes:**
1. Additional secretarial or clerical experience may be substituted on a year-for-year basis for the required education.
 2. Thirty credit hours with a major in secretarial science or office technology from an accredited college may be substituted at the rate of thirty credits for one year of experience for up to two years of the required experience.

Special Requirement –

Must be able to type at a rate of 40 wpm. Please call Ms. Sharon Miller at 410-836-4631 to schedule an appointment to take the typing test. Ms. Miller is at the Unemployment Office located at 2 S. Bond St., Bel Air, MD 21014. Please send that certification along with your application for the position. If you are already a merit Office Secretary I, II or III the typing proof is not necessary.

Salary Range:

Office Secretary I - Grade 8/Base – \$24,951

Merit - Salary dependent on current Grade/Step.

Closing Date: Tuesday, March 1, 2011

Submit your State Application (MS100) along with proof of typing ability to Bertha Nickols, 1321 Woodbridge Station Way, Edgewood, MD 21040, or Fax 410-612-9181 or by email to: BNickols@dhhm.state.md.us

You can find the state application on our website at: www.harfordcountyhealth.com

EEO Employer